

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
FM 2013-14

STUDENT FILE REVIEW CHECKLIST

General Supervision System
(for use to support Focused Monitoring and other CSDE, BSE monitoring activities)

Student names must NOT be placed on this checklist.
If systemic noncompliance is suspected, additional files must be requested for review.

School District:	Date of Review:	Person Completing This Form:
SASID number: * do not record student name on this form	Date of IEP(s) Reviewed:	Primary Disability Category:

DIRECTIONS: For each item on the following pages, use the guide below to determine the appropriate response. Check the appropriate response for each item.

Enter Y to indicate: There is evidence to verify that this item was completed by the district.	Enter N to indicate: This item was not completed or there is no evidence to verify that it was completed by the district.	Enter NA to indicate: This item is not applicable to the file being reviewed.
--	---	---

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
FM 2013-14

Student SASID _____

District _____

Item Description	Y	N	N/A	Citations and <i><u>Probable Location of Information</u></i>
1				34 CFR §300.300(a) <i>ED 625 Notice and Consent to Conduct and Initial Eval.</i>
2				34 CFR §300.300(b)(1) <i>ED 626 Consent for Special Education Placement</i>
3				34 CFR §300.322(a)(1) and (b)(1)(a) <i>Reference ED 623 Notice of Planning and Placement Team Meeting addressed to the parent(s)</i>
4				34 CFR §300.321(a)(1) <i>Page 1 bottom of CT model IEP (Team Member Present)</i>
5				34 CFR §300.321(a)(2) <i>Page 1 bottom of CT model IEP - Team Member Present</i>
6				34 CFR §300.321(a)(3) <i>Page 1 bottom of CT model IEP -Team Member Present</i>
For Data Collection Purposes				34 CFR §300.324(b)(1)(i-ii) <i>Reference dates of two consecutive IEPs whose Reason for Meeting (Page 1 center of CT model IEP) includes Conduct Annual Review</i>
7				34 CFR §300.303(b)(2) <i>Reference dates of the most recent and previous IEPs whose Reason for Meeting (Page 1 center of CT model IEP) includes Review Eval/Reeval.</i>

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
FM 2013-14

Student SASID _____

District _____

Item Description	Y	N	N/A	Citations and <u><i>Probable Location of Information</i></u>
8				34 CFR §300.321(a)(1) and 300.322(d) <i>Reference ED 624 or as noted on Page 2 of CT model IEP – PPT Meeting Summary</i>
9				34 CFR §300.321(e)(1-2) <i>Reference ED 633 Planning and Placement Team Attendance or as noted on Page 2 of CT model IEP – PPT Meeting Summary</i>
10				34 CFR §300.504 <i>Page 3 of CT model IEP- completed notice on bottom of page</i>
11				34 CFR §300.503(b)(1) <i>Page 3 of CT model IEP-Actions Proposed /Actions Refused</i>
12				34 CFR §300.503(b)(2) <i>Page 3 of CT model IEP-Reasons for proposed actions / Reasons for refused actions</i>
13				34 CFR §300.503(b)(3) <i>Page 3 of CT model IEP-Evaluation procedure, assessment, records, or reports used as a basis for the actions proposed/refused</i>

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
FM 2013-14

Student SASID _____

District _____

Item Description		Y	N	N/A	Citations and <u><i>Probable Location of Information</i></u>
For Data Collection Purposes	The evaluation included classroom-based observations.				34 CFR §300.305(a)(ii) <i>Page 3 of CT model IEP-Evaluation procedure, assessment, records, or reports used as a basis for the actions proposed/refused OR ED 625 OR ED 627</i>
14	The IEP includes a statement of the student's present levels of academic achievement and functional performance.				34 CFR §300.320(a)(1) <i>Pages 4 & 5 of CT model IEP</i>
15	The IEP includes a statement of how the student's disability affects his/her involvement and progress in the general education curriculum.				34 CFR §300.320(a)(1)(i) <i>Pages 4 & 5 of CT model IEP - Impact column)</i>
16	<i>For preschool children</i> , the IEP includes a statement of how the disability affects his/her participation in appropriate activities.				34 CFR §300.320(a)(1)(ii) <i>Pages 4 & 5 of CT model IEP – Impact column</i>
17	The PPT considered the strengths of the student.				34 CFR §300.324(a)(1)(i) <i>Pages 4-5 of the CT model IEP – Strengths column</i>
18	The PPT considered the concerns of the parents for enhancing the education of their child (parental input).				34 CFR §300.324(a)(1)(ii) <i>Page 4 of the CT model IEP-Parent and Student Input and Concerns section or Page 2 Meeting Summary</i>
19	The PPT considered the academic, developmental, and functional needs of the student.				34 CFR §300.324(a)(1)(iv) <i>Pages 4-5 of the CT model IEP – Concerns/Needs column</i>
20	<i>For students 16 years or older</i> , the IEP includes appropriate measurable postsecondary goals (post school outcome goal statements) in postsecondary education or training, employment, and, if appropriate, independent living skills.				34 CFR §300.320(b)(1) <i>Page 6 items 5 a, b, c of CT model IEP</i>

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
FM 2013-14

Student SASID _____

District _____

Item Description	Y	N	N/A	Citations and <u><i>Probable Location of Information</i></u>
21				34 CFR §300.320(b)(1) <i>Page 6 item 3 and/or Page 5 Vocational Transition section of CT model IEP</i>
22				34 CFR §300.321(b)(1) <i>Page 1 bottom (Team Member Present) or Page 6 item 2a of CT model IEP or ED 623 Notice of Planning and Placement Team Meeting addressed to the student</i>
23				34 CFR §300.321(b)(2) <i>Page 6 item 2c of CT model IEP</i>
24				34 CFR §300.321(b)(3) <i>Page 6 item 4a of CT model IEP or ED 623 Notice of Planning and Placement Team Meeting addressed to the outside agency</i>
25				34 CFR §300.320(c) <i>Page 6 item 7 of CT model IEP</i>
26				34 CFR §300.320(a)(2)(i) <i>Page(s) 7 of CT model IEP</i>

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
FM 2013-14

Student SASID _____

District _____

Item Description	Y	N	N/A	Citations and <i><u>Probable Location of Information</u></i>
27				34 CFR §300.320(a)(3)(i) <i>Page(s) 7 of CT model IEP - evaluation procedure/performance criteria</i>
28				34 CFR §300.320(a)(3)(ii) <i>Page(s) 7 of CT model IEP - dates for evaluating and reporting progress boxes /Page 10 Progress Reporting</i>
29				34 CFR §300.320 (a)(4) <i>Page 8 of CT model IEP</i>
30				34 CFR §300.320(a)(6)(i) <i>Page 9 of CT model IEP and CMT or CAPT Test Accommodations Forms</i>
31				34 CFR §300.224(c) <i>Reference Page 11 of CT model IEP bottom note and ED 632 LRE Procedural Checklist</i>
32				34 CFR §300.320(a)(4) and 34 CFR §300.320(a)(7) <i>Page 11 of CT model IEP - top grid</i>

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
FM 2013-14

Student SASID _____

District _____

Item Description	Y	N	N/A	Citations and <u><i>Probable Location of Information</i></u>
33	The IEP includes an explanation of the extent, if any, to which the student will not participate with nondisabled peers.			34 CFR §300.320(a)(5) <i>Page 11 items 13a-b of CT model IEP</i>